



**Salem State University
352 Lafayette St
Salem, MA 01970**

**Request for Quotes -RFQ
Legal Services**

January 22, 2021

RFQ General Information

Purchasing Department: Salem State University-SSU

Address: 352 Lafayette St. Salem, MA 01970

Telephone #: 978-542-7321

E-Mail Address: r.amos@saalemstate.edu

RFQ File Name: Legal Services

RFQ File Number: SSU 2021-04

Procurement Team Leader: Reynaldo Ramos

General Information

In general, most of the required contractual stipulations are referenced in the *Standard Contract Form and Instructions* and the *Commonwealth Terms and Conditions*. However, the following RFQ provisions must appear in all Commonwealth competitive procurements conducted under 801 CMR 21.00.

The terms of 801 CMR 21.00: Procurement of Commodities and Services is incorporated by Reference into this RFQ. Words used in this RFQ shall have the meanings defined in 801 CMR 21.00. Additional definitions may also be identified in this RFQ. All terms, conditions, requirements, and procedures included in this RFQ must be met for a Response to be determined responsive. If a Bidder fails to meet any material term, condition, requirement or procedure, its Response may be deemed unresponsive and disqualified.

Applicable Procurement Law

Legal Services: MGL c. 30, § 51, § 52 and § 65; c. 7, § 22; and 801 CMR 21.01(2) (b)

All information, documents, and attachments submitted as a response to this RFQ are considered a public document subject to the Massachusetts Public Records Law, M.G.L., c. 66, s. 10, and to c. 4, s. 7, ss. 26

Costs which are not specifically identified in the Bidder's Response, and accepted by SSU as part of the Contract, will not be compensated under any Contract awarded pursuant to this RFQ. The Commonwealth will not be responsible for any costs or expenses incurred by Bidders responding to this RFQ.

Purpose of Solicitation and Overview

Salem State University is seeking price quotes for legal services from outside counsel to provide representation in connection with Employee Relations Matter. The University's insurance carrier for employment matters is AIG. The University is in need engaging panel counsel for a discrimination claim. The successful contractor will work with University's General Counsel with the above item.

The University will review competitive quotes proposals on a flat rate basis or a fee-for-service basis. Contractor may submit proposals for consideration in both formats. Each

response must provide an hourly billing rate for each attorney or other legal support staff who will be working under the applicant's representation (clerical, paralegal or other professional) along with any additional charges for expenses, if any, such as legal research, meeting attendance, travel (per mile), telephone, printing, photocopying, etc. Response must be signed by a contractor authorized signatory (attachment A).

SSU will select a Contractor from the RFQ responses that is in the best interest of the University, based on responses including, but not limited to area of expertise, qualifications, cost, experience, and legal resources available to contractor.

Change in Terms of Request for Response or Bidder's Response: SSU reserves the right to negotiate modifications, adjustments, final prices and other performance terms and conditions identified in the RFQ or a Bidder's Response at any time during the period of the RFQ and the Contract in order to achieve best value under 801 CMR 21.00.

Expected Duration of Contract

It is expected that this contract will be for a twelve-month period, however, SSU reserves the right to renew this contract for additional period, if necessary. Estimated Value of Procurement is \$0.00 - 50,000.00/year

Required Forms

Successful contractor will be required to sign and submit forms:

- Standard Contract Form
- Commonwealth Terms and Conditions
- Request for taxpayer identification number and certification (W-9)

Responses should be emailed to:

Reynaldo Ramos

Senior Director for Purchasing and Vendor Relations

rros@saemstate.edu

Only electronic quotes submitted to rros@saemstate.edu will be accepted in response to this RFQ. Any submission which fails to meet the submission requirements of the RFQ may be found non-responsive without further evaluation unless the evaluation team, at its discretion, determines that the non-compliance can be corrected. In these cases, the evaluation team may allow the vendor to make minor corrections to the submission.

**ATTACHMENT A
Response Cover Sheet**

Name of Respondent			
Mailing Address	City/Town	State	Zip Code
Telephone	Web		
Primary Contact for Clarification		Primary Contact E-mail Address	
Authorized Signatory		Authorized Signatory E-mail Address	
Legal Status/Jurisdiction (e.g., a Massachusetts corporation)		Respondents DUNS No.	

The undersigned is a duly authorized representative of the Respondent listed below.
The Respondent has read and understands the RFR requirements.

I hereby certify that:

Respondent is in compliance with all corporate filing requirements and State tax laws.

The statements made in this Response to the RFR, including all attachments and exhibits, are true and correct to the best of my knowledge.

(Printed Name of Respondent)

By: _____

(Signature of Authorized Representative)

Name: _____

Title: _____

Date: _____